

# Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

Monday 16<sup>th</sup> December 2024 1:00pm – 4:30pm

Venue: TEAMS

Members	Initials	Meeting 6 16.12.2024
Richard Hookway (Chair)	RH	✓
Andy Salmon (CEO)	AS	✓
Aysha Kidwai	AK	✓
Barry Saunders	BS	✓
Joan Wheeler	JW	✓
Katie Walcott-Greenwood	KWG	✓
Ali Breadon	AB	✓
Neil Booth	NB	✓
Caroline Green	CG	A
Bernard Simkins	BSi	✓
Carolyn Ryan	CR	✓

Non-members in attendance:

Ashif Manjothi, Interim CFO	AM	✓
Kirsten Fasey, Interim Director of Safe Aquatics, Legal and Governance	KF	✓
Catherine Searcy (Minutes)	CS	✓
Item 6 only:		
Emma Griffin	EG	P
Sarah Green	SG	P
Kerry Watkiss	KW	P

Key: ✓= Present, A = Apologies given, P = Partial attendance, X = Non-attendance

Red text indicates content to be redacted in published version.

<b>STANDING ITEMS: ADMINISTRATION</b>	
<b>1.</b>	<b>Welcome and apologies</b>
	<p>Welcome from RH.</p> <p>Apologies from CG and AB, who will be joining the meeting late.</p> <p>Apologies in advance that AK will need to leave the meeting at 3:15pm and CR will step out briefly at 3:30pm approximately.</p>
<b>2.</b>	<b>Declarations of interest</b>
	Nothing new to report.
<b>3.</b>	<b>Minutes of the Board of the Amateur Swimming Association (Swim England) Limited</b>
	<p>Recommendation from KWG to amend some of the language used at items 9.7 and 9.9. Approved.</p> <p><b>Decision: Draft minutes of 7<sup>th</sup> November 2024 approved with these changes.</b></p>
<b>4.</b>	<b>Actions arising from the meeting held on 07/11/2024</b>
	<p>AS has updated where possible and a number of items will be discussed in the course of the meeting.</p> <p>RH suggested reevaluating the target dates as many now passed.</p>
<b>5.</b>	<b>Confirmation of decisions made by email</b>
	None received.
<b>6.</b>	<b>Project</b>
	<p>AB joined the meeting.</p> <p>Emma Griffin (EG), Sarah Green (SG), and Kerry Watkiss (KW) joined the meeting.</p> <p>Paper taken as read by all.</p> <p>EG, SG and KW left the meeting.</p>
<b>7.</b>	<b>SEQ Statement of Compliance</b>
	<p>Annual submission of draft Statement of Compliance to be approved by Board. Will also go to Qualification Board (SEQ) for review and then RH will be asked to sign off on behalf of the Board once SEQ have finalized in January 2025.</p> <p><b>Decision: Draft approved.</b></p>

<b>STANDING ITEMS: ORGANISATIONAL</b>	
8.	<p><b>Chair's Report</b></p> <p>Verbal report from RH:</p> <ul style="list-style-type: none"> <li>• Closer set of links continue to build between various Boards and Committees, home nations etc</li> <li>• Met with Regional Chairs recently – relationship very good and full support for new strategy from all regions.</li> </ul>
9.	<p><b>CEO's Report</b></p> <p>AS gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> <li>• Very happy with strategy launch and response from the community and beyond – now need to focus on delivering it.</li> <li>• Final version of Scorecard in Appendices sent before meeting. The scorecard was approved, subject to some amendments.</li> <li>• Digital/IT: continues to present surprises so investing in third party to work through these issues.</li> <li>• Stakeholder relations: in a good place. 6-month review with Sports England entirely positive. Met all conditions of funding.</li> </ul>
10.	<p><b>People Report</b></p> <p>AS gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> interview for role of Director of Community and Participation taking place Monday 16<sup>th</sup> December 2024</li> <li>• 1<sup>st</sup> interviews for Director of People taking place on Tuesday 17<sup>th</sup> December</li> <li>• Director of Finance role closes 2<sup>nd</sup> January 2025, interviews 13<sup>th</sup> January</li> <li>• Using an agency for Director of Aquatics vacancy due to specialised nature</li> </ul> <p>Discussion around Board members attending/sitting on interview panels going forward. Agreed to include in second stage on interviews for Director vacancies.</p> <p>Discussion around staff morale currently. Suggestion of Roger Steare, Interim Director of Leadership and Culture attending a future Board meeting to feedback.</p> <p><b>ACTION: People Committee to schedule a meeting in the New Year.</b></p>
11.	<p><b>Safe Aquatics, Legal and Governance reports</b></p> <p>KF gave verbal overview of report headlines:</p> <ul style="list-style-type: none"> <li>• Thank you to NB for supporting KF and Kevin Suckling, Head of Safeguarding and Welfare, in getting to grips with these reports.</li> </ul> <p><b><u>Historic case review</u></b></p> <p>KF updated on proposed changes to the previously considered Terms of Reference (TofR).</p> <p>Following discussion, the draft TofR were agreed.</p> <p><b>ACTION: Board to see communication plan and timings before anything is communicated out</b></p>

	<p>KF next steps are communication plan, insurers being informed, speaking to organisations who may be able to lead review and then agreeing ToFR. The final ToFR will be brought before the Board again for final sign off.</p> <p>AK left mtg.</p> <ul style="list-style-type: none"> <li>Changes to handbook need formal approval: taken as read. No questions or comments and no objections to changes proposed.</li> </ul> <p><b>Decision: Changes to Handbook approved.</b></p> <p><b><u>Safeguarding report</u></b></p> <ul style="list-style-type: none"> <li>Report before Board is in a format similar to previously seen. NB has spoken with Kevin Suckling and he is comfortable with staffing levels in team and how things are moving forward. NB is still concerned with how long matters are taking to be resolved/completed.</li> <li>NB took the Board through the safeguarding statistics within the Board pack.</li> <li>Delays within Judiciary: New system requires extra steps therefore extra time to complete. KF will be reviewing the system and processes, in conjunction with the team and listening to feedback from the community.</li> </ul>
12.	<p><b>Finance Report</b></p> <p>AM gave verbal overview of report:</p> <ul style="list-style-type: none"> <li>Has been an increase in Finance team members working in the office rather than from home.</li> <li>Audit: good processes in place.</li> <li>VAT recommendations to be implemented over next 2 quarters.</li> <li>Management accounting: some discrepancies between processes completed by team.</li> <li>Only 10% of the team's time is spent looking forward currently and want to change that.</li> <li>Work to do on separating transformation and one-off costs.</li> </ul>
13.	<p><b>2025 Budget</b></p> <p>AM gave verbal overview of report:</p> <ul style="list-style-type: none"> <li>Support guides being created to assist staff</li> </ul> <p>RH: At Board meeting in February 2025, would like to sign off plan at that meeting.</p>
<b>STANDING ITEMS: SUBSIDIARY AND COMMITTEE REPORTS</b>	
(to be taken as read – questions only)	
14.	<b>Committee/Working Group Reports</b> (meetings held since last Board meeting)
14.1	<b>Sport Operations Committee</b>
	<p>BSi: 26.11.24 minutes, item 3.4 – talks about details of event planning and spend increase of £45k. What was the cause of that?</p> <p>JW: pool hire very much the main cost, expense rate for employees and volunteers has risen and hotel costs higher in 2024.</p>

	TofR: Committee are aware of governance review in future but wanting to make these changes now. Approved by all.  <b>Decision: New TofR approved.</b>			
14.2	<b>Regional Chairs</b>			
	<ul style="list-style-type: none"> <li>Discussed role of Regional Chair itself as has morphed into role as an Executive which it shouldn't be as number of hours involved is prohibitive. Going to do a piece of work about the role and bringing it back to a governance function.</li> <li>Have asked for recommendations on timetable for Regional Chair vacancies – looking at 4-6 weeks potentially.</li> </ul>			
14.3	<b>Swim England Qualifications</b>			
	<ul style="list-style-type: none"> <li>Warm response from Board around new strategy. Board operating very effectively.</li> </ul>			
14.4	<b>Institute of Swimming Board</b>			
	<ul style="list-style-type: none"> <li>Had an update on and were supportive.</li> </ul>			
14.5	<b>Audit, Risk &amp; Probity Committee</b>			
	<ul style="list-style-type: none"> <li>Met recently and need to confirm dates for 2025</li> <li>Nothing specific to raise here</li> </ul>			
14.6	<b>Trading Board</b>			
	<ul style="list-style-type: none"> <li>Meeting held on 9/x/2024</li> </ul>			
<b>STANDING ITEMS: CLOSE</b>				
15.	<b>Future meetings:</b>			
	Thursday 20 <sup>th</sup> February 2025	In person	11:30am – 5:30pm	Information
	Monday 7 April 2025	Virtual	1:00pm – 4:00pm	
	Wednesday 9 July 2025	In person	11:30am – 5:30pm	
	Wednesday 17 September 2025	In person	9:30am – 5:30pm	
	Monday 24 November 2025	Virtual	1:00pm – 4:00pm	
16.	<b>Any Other Business</b>			
16.1	<b>Date of AGM</b>			
	Tuesday 20 <sup>th</sup> May 2025 proposed  <b>Decision: Date agreed</b>			
16.2	<b>Thank you</b>			
	RH thanked BSi for his contribution to Board, at club level, Trading Boards, ARP and all his involvement at Swim England.			

	If any members are interested in replacing BSi on ARP and Trading Board please let RH or AS know ahead of February meeting.
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Meeting closed.

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